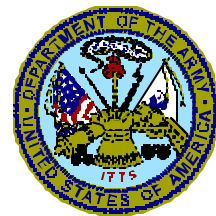


EDI TRADING PARTNER GUIDE FOR DEFENSE TRANSPORTATION



Defense Transportation EDI Program

Executive Agency:
Headquarters, Military Traffic Management Command
Systems Integration, Plans and Technology Division, MTIM-I
5611 Columbia Pike
Falls Church, VA 22041
TRADING PARTNER GUIDE

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PREFACE

Electronic data interchange (EDI) is the computer-to-computer exchange of routine business documents in machine-readable form by using strictly defined public standards.

The Code of Federal Regulations expressly permits Government activities to use EDI in lieu of paper-based transactions. The Department of Defense (DoD) Transportation EDI Trading Partner Agreement (TPA) presented here specifies the conditions under which a DoD Transportation Component, a DoD Finance Center supporting payment for transportation services, and a commercial entity can establish an exchange of routine business transactions using electronically generated information. DoD Transportation Components, DoD Finance Centers for transportation services payment and any commercial providers of products or services that participate in EDI transactions are considered to be EDI trading partners.

The TPA applies/will apply to the electronic exchange of transportation data and other transportation information between DoD Components, DoD Finance Centers for transportation services payment, and their trading partners (TP).

This DoD EDI Trading Partner Guide provides potential EDI trading partners with information and guidance in the following subject areas:

An Introduction to DoD Transportation EDI
DoD Transportation TPA, Addendums A and B
DoD TPA Filing Instructions

The main text of the actual trading partner agreement presents general guidelines and instructions for all commercial EDI trading partners. Detailed instructions for completing the TPA and Addendums A and B are presented in Appendix 1. Prior to participating in DoD Transportation's EDI Program, commercial carriers must first contact the Defense Transportation EDI TPA Administrator at the Military Traffic Management Command (MTMC) to initiate processing for this TPA. Once the TPA and Addendums A and B have been executed, copies of the applicable transaction set implementation conventions will be forwarded and may be incorporated as additional addendums to the agreement. In the future, this DoD Transportation EDI TPA Guide will discuss the DoD Transportation EDI Trading Partner database and future plans to provide a means for exchanging and

maintaining EDI administrative information between DoD Components and commercial EDI trading partners using automated procedures.

Appendices 2 and 3 of this document will contain information on the implementation of automated procedures to process TPAs. MTMC, and Defense Logistics Management Support Office, in concert with Defense Information Systems Agency, will establish an automated procedure, to receive/transmit, accept, register, and update TPAs and TPA Addenda information. The automated process will include the creation and maintenance of an EDI TPA data base which can be accessed by qualified users to validate EDI status, maintain up-to-date EDI information, and to obtain general information on DoD Transportation EDI trading partners and activities.

This document is available through MTMC's Worldwide Web Home Page:

<http://mtmc.army.mil>

or through the DTEDI's Home Page:

<http://www.lmi.org/dtedi>

For further information on the Trading Partner Agreement contact:

Office of the Deputy Chief of Staff for Operations

HQ, MTMC

5611 Columbia Pike, ATTN: MTOP-QQ (TPA Administrator)

Falls Church, VA 22041-5050

Telephone: (703) 681-6393

HQ, MTMC

5611 Columbia Pike, ATTN: MTIM-I (EDI Coordinator)

Falls Church, VA 22041-5050

Telephone: (703) 681-5702

AN INTRODUCTION TO DoD TRANSPORTATION EDI

BACKGROUND

DoD's EDI Direction

In a May 1988, policy memorandum Deputy Secretary of Defense William H. Taft IV directed DoD Components to make “maximum use of EDI in all business-related transactions.” During the past 10 years the transportation community has used Transportation Data Coordinating Committee (TDCC)/ANSI EDI transactions to exchange information between automated information systems. The DoD transportation community has developed and sustained initial EDI capability in 5 areas -- in the freight area: transportation rates, government bills of lading (GBLs) and carrier invoices; and for ocean cargo: booking, receipt and lift data. As a means for more efficiently advancing those efforts, the Defense Transportation (DT) community established the DTEDI committee to guide it through the areas of EDI development into long-term EDI implementation and maintenance plan. The DTEDI committee has been instrumental in resolving problems, facilitating requirements, communication and coordination. The DTEDI committee, with its established administrative and technical procedures, provides a strong basis for addressing the issues associated with the life-cycle process.

Electronic domestic rate filing was one of the first EDI efforts. Since that initial success, some advancement has been achieved for freight movements and associated electronic payments.

With the experience it has gained by developing EDI processes and managing their coordination through the DTEDI committee, the Defense transportation community has laid the ground work for expanding EDI applications to all facets of transportation and adapting to changing business and technological environments.

DTEDI PROGRAM ADMINISTRATION

LEAD AGENT

Since 1987, responsibility for the oversight of transportation EDI projects has changed hands several times. Consequently, in January 1995, the Deputy Under Secretary of Defense for Logistics, DUSD(L), assigned United States Transportation Command (USTRANSCOM) responsibility for the program. Since then, USTRANSCOM has assumed the chair of the DTEDI committee.

DTEDI Committee Composition

Chaired by USTRANSCOM the DTEDI Committee consists of:

Technical Secretariat, this responsibility is assigned to Defense Logistics Management Support Office (DLMSO), who chairs the DTEDI Data Maintenance (DM) Task Group, manages DM work requests, publishes DTEDI Implementation Conventions (ICs), represents technical interests at American National Standards Institute (ANSI) X12 meetings, and coordinates ICs with the DTEDI.

Members, who coordinate DTEDI programs with other Defense EDI initiatives, initiate transportation business process improvements, support DTEDI ICs and ANSI X12 standards maintenance, improve the quality of DTEDI data, and serve as the Functional Work Group for transportation. Membership is comprised of all Military Services, Defense agencies, USTRANSCOM and its component commands, and other Federal agencies.

Task Groups, which are established and disbanded by motion of the DTEDI Committee.

Work Groups which are established and disbanded by motion of a Task Group.

Centralized Trading Partner Management

In order to provide a single focal point for industry, HQMTMC has been designated to administer formal agreements with commercial trading partners for Defense Transportation. HQMTMC is responsible for establishing, cataloging, and maintaining legal trading partner agreements (TPAs) with all commercial carriers that conduct business with DoD. Currently it maintains more than 160 TPAs. HQMTMC is in the process of updating the procedures and establishing a database for maintaining agreements, especially with commercial carriers that support MTMC, Air Mobility Command (AMC) and Military Sealift Command (MSC).

Implementation Conventions (ICs)

All DTEDI committee members agreed, and plan to migrate all systems to ANSI X12, Version 3050 or higher. When the ICs for DoD transportation business requirements have been published by DLMSO, they will be available to all trading partners on the Worldwide Web (WWW). A paper copy of the applicable transaction sets, as indicated on the executed Addendum B, may be sent to the commercial trading partner. Upon execution, they will be maintained on file. To verify the IC implementation status, contact the appropriate DoD transportation point of contact (POC) listed in Appendix 1 of this document. As changes to new versions or changes are planned or implemented, it is anticipated they be available on WWW.

Revised November 1997

EDI TRADING PARTNER AGREEMENT

For Defense Transportation

Defense Transportation EDI Program

Executive Agency:

**Headquarters, Military Traffic Management Command
Systems Integration, Plans and Technology Division, MTIM-I
5611 Columbia Pike
Falls Church, VA 22041**

EDI TRADING PARTNER AGREEMENT FOR DEFENSE TRANSPORTATION

1. PURPOSE AND SCOPE: THIS ELECTRONIC DATA INTERCHANGE (EDI) TRADING PARTNER AGREEMENT (TPA) for Department of Defense (DoD) Transportation (Personal Property, Freight, Cargo Operations, Air, Ocean, and Passenger), is made by and between DoD Components, i.e. MTMC, MSC, AMC, USTC, DoD shippers, DoD payment centers, and their commercial trading partners. It sets forth the terms and conditions governing the conduct of transactions associated with the acquisition, movement, invoicing, and payment of transportation and related services from commercial providers.

In entering into this TPA, the parties represent their desire to facilitate purchase and payment transactions (Transactions) by electronically transmitting and

receiving data in agreed formats in substitution for conventional paper-based documents and to assure that such Transactions are legally valid and enforceable as a result of the use of available electronic technologies for the mutual benefit of the parties.

2. REFERENCES: This TPA covers arrangements for transportation, invoicing and related services governed by federal law and federal agency regulations and is subject to the provisions of those applicable laws and regulations. This TPA does not replace, invalidate or render obsolete other statutory, regulatory and procedural guidelines that are binding on commercial trading partners providing transportation and related services to the DoD.

3. GENERAL TERMS AND CONDITIONS: The parties to this TPA, intending to be legally bound, agree as follows:

a. Documents. Each party may electronically transmit to or receive from the other party any of the transactions sets (herein referred to as "Documents") listed in Addendum B and any other transaction sets which the parties by written agreement add to the Addendum. Any transmission of data which is not a Document shall have no force or effect between the parties unless justifiably relied upon by the receiving party.

b. Standards. All Documents shall be transmitted in accordance with approved implementation conventions, currently, ANSI EDI X12 standards. DoD Components and commercial EDI trading partners will adhere to published DoD or Federal EDI implementation conventions for specifications governing the use of those standards whenever and wherever applicable when electronically exchanging transportation or transportation-related data unless otherwise agreed to by all trading partners.

c. Change in Standards. As existing EDI standards are updated by ANSI/UNEDIFACT, the DoD will determine if those updates are applicable to its EDI transportation program. If it is necessary for the DoD to upgrade to a new version or release of a standard or interim implementation convention, all affected commercial EDI trading partners, will be informed of the effective implementation dates when the new standards will be effective. DoD will coordinate these implementation dates and may grant a reasonable transition

period during which both the current applicable and upgraded standards can be used.

d. EDI Testing. When initiating a new electronic trading partner relationship, all parties will continue paper submissions in parallel with electronic submissions until the minimum number of successive, error-free transmissions of data are received and accepted by a DoD Component, and the Trading Partner is satisfied with the integrity, accuracy and reliability of the electronically transmitted data, for both syntax compliance and data quality, validity and completeness. Each DoD Component will establish their respective, specific, testing requirements. Following the test process, the DoD trading partner will notify HQMTMC and the carrier via a certification letter that identifies the date that EDI operations can begin and the transaction sets and standards versions that have been certified.

e. Syntax Compliance. All trading partners receiving EDI communications will check the transactions for compliance with DoD EDI implementation conventions for lost or altered data. For each applicable transaction set sent, the recipient shall transmit a corresponding functional acknowledgment transaction set (ANSI X12 Transaction Set 997) to the originator by the end of the business day in which it was transmitted. This functional acknowledgment is used to notify the originator that the transaction set(s) were received and whether or not any syntax errors were found.

f. EDI Value-Added Networks. Commercial EDI Trading Partners may exchange Documents and business data with their DoD Components through third-party networks (commonly referred to as EDI value-added networks (VANs)) provided those networks can be connected to the EDI VAN used by DoD. Each party shall be responsible for the costs of the EDI VAN with which it contracts. Each party shall be liable for the acts or omissions of its EDI VAN while transmitting, receiving, storing or handling Documents or performing related activities for such party: provided, that if both the parties use the same EDI VAN to effect the transmission and receipt of a Document, the originating party shall be liable for the acts or omissions of such EDI VAN as to such Document. Continued omissions or transmission errors shall result in temporary suspension of EDI transmissions and a requalification/recertification test conducted.

g. Transaction Receipt. All trading partners shall, at a minimum, collect, review, and translate the contents of their EDI mailboxes each business day. Document transfer responsibility rests with the sender pending receipt of an ANSI X12 997, functional acknowledgment, indicating acceptance without errors.

ANSI X12 997s will be returned to the sender as described in paragraph e. (Syntax Compliance), above. EDI transactions shall be deemed received when the transaction is retrievable and translatable from the electronic mailbox of the recipient. In this TPA, "translatable" refers to the process of converting from an EDI format specified by the DoD EDI implementation conventions into a data file format recognized by the user's application system(s). The transaction is considered not received if syntax errors are found during the translation process or if the transaction does not provide the agreed to business application data. A functional acknowledgment as mentioned in paragraph 3.e. above shall constitute conclusive evidence that a Document has been properly transmitted and received. Documents which have not been properly received shall not give rise to an obligation between the parties to this TPA.

h. Record Retention. Keeping in mind statutory limitations on filing claims arising in the course of transportation, e.g. 31 U.S.C 3726, DoD Components will adhere to applicable regulatory records retention requirements and commercial trading partners will adhere to their internal records retention requirements when operating in an EDI environment. Records retention requirements apply to both paper and electronic records. If records are maintained on a computer, the trading partner shall retain the computer data on a reliable medium throughout the retention period. Trading partners may transfer computer data in machine-readable form from one reliable computer medium to another, or to paper, so long as conversion procedures maintain the integrity, reliability, and security of the original computer data.

i. Signatures. Each party shall adopt as its Signature a discrete electronic identification consisting of symbol(s) or code(s) which are to be affixed to or contained in each Document transmitted by such party. Each party agrees that any Signature of such party affixed to or contained in any transmitted Document shall be sufficient to verify such party originated such Document. Neither party shall disclose to any unauthorized person its Signatures or the Signatures of other parties. Compromise of signature security shall be reported to the other trading partners immediately upon discovery.

j. Security. Each party shall establish procedures to safeguard the integrity of EDI Documents and to protect it from unauthorized access or use. Under no circumstances shall a commercial EDI trading partner sell or trade any shipment information for purposes other than those associated with providing the requested transportation services.

k. Confidentiality. No information contained in any Document or otherwise exchanged between the parties shall be considered confidential, except to the extent provided in paragraph 3.i. above, or by written agreement between the parties, or by applicable law or DoD procurement regulations or subject to Privacy Act Regulations.

l. Validity; Enforceability. Any Document properly transmitted pursuant to this TPA shall be considered, in connection with any Transaction, and any other written agreement described in section 3 of this TPA to be a "writing" or "in writing"; and any such Document when containing, or to which there is affixed, a Signature ("Signed Documents") shall be deemed for all purposes (a) to have been "signed" and (b) to constitute an "original" when printed from electronic files or records established and maintained in the normal course of business.

The parties agree not to contest the validity or enforceability of Signed Documents under the provisions of any applicable law relating to whether certain agreements are to be in writing or signed by the party to be bound thereby. Signed Documents, if introduced as evidence on paper in any judicial, arbitration, mediation or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form. Neither party shall contest the admissibility of copies of Signed Documents under either the business records exception to the hearsay rule or the best evidence rule on the basis that the Signed Documents were not originated or maintained in documentary form.

m. Suspension of EDI Operations. DoD Components may temporarily suspend all or a portion of the EDI operations contemplated by this TPA if the commercial EDI trading partner fails to abide by terms of this TPA or the operating instructions published by the various DoD Components and set forth in this TPA or its Addendums; or fails to correct its EDI performance failures. Notice of suspension shall be given electronically and shall be effective upon receipt or at a date specified in the notice. Suspension of EDI operations shall have no effect on transactions occurring prior to the effective date of the suspension or upon required performance of transportation services under contract. Suspension of EDI operations will be canceled as soon as necessary corrective action is taken to ensure the integrity of EDI transactions and DoD transportation operations.

4. FORCE MAJEURE: No party shall be liable for any failure to perform its obligations in connection with any Transaction or any Document, where such failure results from any act of God or other cause beyond such party's reasonable control (including, without limitation, any mechanical, electronic or communications failure) which prevents such party from transmitting or receiving any Documents.

5. GOVERNING LAW: This TPA shall be governed by and interpreted in accordance with applicable federal statutes, regulations, administrative rulings and decisions.

6. DISPUTE RESOLUTION: Any controversy or claim arising out of or relating to this TPA or the breach thereof, shall be considered for settlement in accordance with alternative disputes resolution procedures (e.g. negotiation, mediation, arbitration). However, nothing in this paragraph or elsewhere in this TPA precludes resolution of issues related to carrier and/or contractor performance by Carrier Review Boards convened under the provisions of MTMC Regulation 15-1. Moreover, nothing in this paragraph or elsewhere in this TPA precludes settlement or claims between the parties in accordance with the DISPUTES clause of a contract entered into under the Federal Acquisition Regulation, or in accordance with procedures set forth in 41 CFR 101-41.5 "Claims By the United States Relating to Transportation Services"; 41 CFR 101-41.6 "Claims Against the United States Relating to Transportation Services; and 41 CFR 101-41.7 "Reconsideration and Review of General Services Administration Transportation Claims Settlements" for transportation services under Government Bills of Lading (GBLs), or elsewhere as provided for by law.

7. EFFECTIVE DATE: The effective date of this TPA will be the last signed date shown on the signature page of this TPA. The effective date of any Addendum, if later than this agreement, will be governed by Paragraph 9 below.

8. EXPRESS AGREEMENT REVIEW: This TPA and all Addenda may be reviewed by the parties and changes, additions or deletions made as agreed to by the parties.

9. WHOLE AGREEMENT: This TPA and its Addenda executed by the parties constitutes the entire agreement and evidences their intent to create binding obligations pursuant to the electronic transmission and receipt of Documents and data. No change in the terms and conditions of the TPA shall be effective unless approved in writing and signed by the parties hereto. As the parties develop and implement additional EDI capabilities, additional Addenda may be incorporated into this TPA. Each Addendum will be signed by the parties and dated and appended to this TPA. The date of the last signature will, unless otherwise specified, be the effective date. This TPA is for the benefit of, and shall be binding upon, the parties and their respective successors and assigns.

Nothing in this TPA shall be deemed to modify or amend the provisions of, or to apply to, any contract between trading partners executing this TPA which (i) exists on or prior to the date of execution of this TPA, unless and until an appropriate Modification or amendment has been executed between such parties to implement or incorporate the provisions of this TPA into such contract, or (ii) is entered into after the date of execution of this TPA, unless such contract contains a provision to implement or incorporated the provisions of this TPA into such contract.

10. SERVERABILITY: Any provision of this TPA which is determined to be invalid or unenforceable will be ineffective to the extent of such determination without invalidating or affecting the enforceability of the remaining provisions.

11. TERMINATION: This TPA shall remain in effect until terminated by either party with not less than 30 days prior written notice, which notice shall specify the effective date of termination; provided, however, that any termination shall not affect the respective obligations or rights of the parties arising under any Documents or otherwise under the TPA prior to the effective date of the Termination.

12. CERTIFICATION. I, the undersigned official, certify that I am authorized to commit my organization to the terms and conditions of this Agreement. I further certify that the TPA signature page is signed with knowledge of the law that whoever, in any matter within the jurisdiction of any department or agency for the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device, a material fact; or makes any false, fictitious document, paper or electronic, will be subject to the provisions and penalties prescribed in the criminal law of the United States, i.e. 18 U.S.C. 1001.

(seal)

(seal)

Authorized Corporate
(Carrier) Official

Representing DoD

Typed name and title

Typed name and title

Carrier SCAC:_____

Date:_____

Date:_____

ADDENDUM A

ADMINISTRATIVE INFORMATION FOR EDI TRANSACTION PROCESSING

All the information requested below must be provided to validate this EDI Trading Partner Addendum. Instructions for completing this addendum are attached, Appendix 1.

1. Commercial Identification. Provide your company name, standard carrier alpha code (SCAC) and your Dunn and Bradstreet Number (DUNS) or DUNS + 4.

| | |
|-------------------|--------|
| _____ | _____ |
| (Company Name) | (SCAC) |
| _____ | |
| (DUNS or DUNS +4) | |

2. TP POCs. Provide the following information regarding your points-of-contact/EDI coordinators.

Management or Functional POC

Technical POC

Name:_____

Name:_____

Address:_____

Address:_____

Telephone:_____

Telephone:_____

FAX: _____

FAX: _____

E-mail:_____

E-mail:_____

3. VAN Information. Provide the following information regarding your EDI value-added network (VAN):

EDI VAN Name:_____

VAN Technical Point of Contact: Name:_____

Address:_____

Telephone:_____

FAX:_____

Contract expiration date:_____

4. X12 Identifier Codes.

a. Provide the type of code that describes your ANSI X12 Identifier (ISA05, Interchange ID Qualifier). Qualifier codes are listed in the data element dictionary of the ASC X12 Standards.

Interchange ID Qualifier:_____

b. Provide a unique code that will serve as your ANSI X12 Identifier Code in the ISA Data Interchange Control Segment (ISA06), Interchange Sender ID. This should be coordinated with your EDI VAN.

Sender Identifier Code:_____

c. Provide a unique code that will serve as your ANSI X12 Identifier Code in the ISA Data Interchange Control Segment (ISA08), Interchange Receiver ID. This should be coordinated with your EDI VAN.

Receiver Identifier Code:_____

(Note: The Receiver Identifier Code is normally the same as your sender code if you are using a single EDI VAN for all EDI processing.)

d. Provide the type of code that describes your ANSI X12 Application Sender/Receiver Identifier Codes. (GS02 Application Sender's Code/GS03 Application Receiver's Code.)

Application Sender's Code:_____

Application Receiver's Code:_____

5. Authenticating Signature Codes.

a. If Transaction Set 110, 210, 310, 410, or 859 is transmitted by me, I agree that this EDI agreement signature page certifies the receipt and delivery of goods and that the bill accurately reflects the services provided. I also certify that I charged the lowest charges available for the service and my EDI transaction sets accurately reflect this information. My authenticating signature code is identified as the "payee code".

b. If Transaction Set 858-Freight is received by me, the transportation officer's authenticating signature code is the Government Bill of Lading Office Code (GBLOC) located in N406 and qualified by "IU" in N101 and "BL" in N405 of the transaction set.

c. By transmitting Transaction Set 602, I agree that I am authorized to offer DoD the transportation services on a continuing basis subject to the terms and conditions stated in the tender and/or contract. (The term DoD includes any Service or agency that is part of DoD.) I hereby certify that all participating carriers have also agreed to be bound by the provisions of the tender, solicitation, rules publication and/or contract. My authenticating signature is the authorized officer agent's certification signature located in PER02 and qualified by "TD" in PER01 of the transaction set.

Date

Date

Signature of Authorized Carrier Official

Signature of DOD Representative

Printed Name

Printed Name

Title

Title

Carrier SCAC

Carrier DUNS/DUNS+4

ADDENDUM B

SCAC:_____
VAN:_____

DOD TRANSPORTATION EDI TRANSACTION SET MATRIX

TP Identification. Check the applicable transaction set(s) for the appropriate functional area/DOD Trading Partner for which you want to establish an EDI relationship:

FREIGHT (Domestic)

| | CLM | 110 | 210 | 213 | 214 | 410 | 602 | 602 | 820 | 824 | 842 | 858 | 858 | 858 | 859 | 864 | 994 | 997 |
|----------------------------------|-----|-----|-----|-----|-----|-----|-----|---------|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
| | | | | | | | GT | Vol/Neg | | | | FRT | TCMD | CBL | | | | |
| MTMC/Shippers (CONUS Freight) | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| DFAS-IN | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| GTN | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |

OVER OCEAN (SURFACE CARGO)

| | 300 | 301 | 303 | 309 | 310 | 315 | 323 | 820 | 824 | 858 | 859 | 994 | 997 |
|--------------------------------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
| | | | | | | | | TCMD | | | | | |
| MTMC/Shippers (Ocean Cargo) | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| MSC | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| DFAS-IN | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| GTN | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |

OVER OCEAN (AIR CARGO)

| | 214 | 824 | 842 | 858 | 859 | 994 | 997 |
|---------------|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | | |
| MTMC/Shippers | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| AMC | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| DFAS-IN | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| GTN | ■ | ■ | ■ | ■ | ■ | ■ | ■ |

PERSONAL PROPERTY

| | 213 | 214 | 602 | 824 | 858PP | 859 | 997 |
|--------------------------------------|-----|-----|-----|-----|-------|-----|-----|
| MTMC/Shippers (Personal Property) | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| DFAS-IN | ■ | ■ | ■ | ■ | ■ | ■ | ■ |

LEGEND for Addendum B

The blocks in the matrix are coded to depict availability/applicability of the transaction set to the “user”:

- ☐ = Applicable and implemented
- ☐ = Applicable and in development, not implemented yet
(This information is provided for your planning purposes)
- ☒ = Not applicable OR included in long-term plan

Date

Signature of Authorized Carrier Official

Printed Name

Printed Title

APPENDIX 1 SECTION 1

DOD TPA FILING INSTRUCTIONS

(INSTRUCTIONS FOR COMPLETING THE EDI

TRADING PARTNER AGREEMENT (TPA) AND ADDENDUM)

INTRODUCTION

Commercial carriers are encouraged to conduct their business with the Department of Defense (DoD) using electronic data interchange (EDI) techniques. However, each carrier must first complete an EDI Trading Partner Agreement (TPA) and Addendums A and B.

The DoD's **CURRENT** transportation EDI capabilities in use, but are not limited to the following American National Standards Institute (ANSI) X12 public transaction sets. (Note: Not all transaction sets apply to all systems, see Addendum B, nor are they at the same X12 Version level.)

- o 110: Invoice from air freight carriers to DoD finance centers
- o 210: Invoice from motor carriers to DoD finance centers
- o 213: Motor Carrier Shipment Status Inquiry
- o 214: Shipment status message from carriers to GTN/DoD shipping activities
- o 300: Reservation (Booking Request)(Ocean) from DoD shipping activities to ocean carrier.
- o 301: Confirmation (Ocean) from ocean carrier to DoD shipping activities
- o 303: Booking Cancellation (Ocean) from a shipper/forwarder.
- o 310: Invoice from ocean carriers to MSC
- o 315: Shipment status message from ocean carriers to MTMC/DoD shippers/GTN
- o 410: Invoice from rail carriers to DoD finance centers
- o 602: Rate submissions from carriers to MTMC

Vol = Voluntary/Negotiated tenders
GT = Guaranteed Traffic

- o 824: Application Advice from DoD shipping activities to trading partners.
- o 858: Shipment information from DoD shippers to carriers
Frt = Freight Bill of Lading
TCMD = Transportation Control Movement Document
PP = Personal Property Bill of Lading
CBL = Commercial Bill of Lading
- o 859: Generic invoice from carriers to DoD finance centers
- o 994: A TDCC application acknowledgment, which will be replaced by the ANSI X12.824
- o 997: Functional acknowledgment

As DoD implements more transaction sets, the DoD components will notify MTMC, who will notify the applicable Trading Partners. The TPA and/or its Addendums must be updated and resubmitted accordingly. The latest Addendum to be received and accepted will supersede and replace all previous submissions.

If exchanging invoices with DFAS-IN, DFAS-IN will notify their commercial trading partners directly, of any changes in DTRS ability to process transaction sets.

INSTRUCTIONS TO COMPLETE THE TPA FORMS

SECTION 2 THE PROCESS

PROCESS INITIATION

The EDI TPA, and Addendums A and B, will be sent to MTMC at the address listed in the Preface of this document.

Carriers seeking to do business with DoD via EDI, must be a DoD approved carrier and registered in the CCR, prior to submitting a TPA for consideration.

Each commercial EDI trading partner must complete the EDI TPA and Addendums A and B to establish an EDI relationship with the DoD Transportation Community. Each commercial EDI trading partner must also complete separate Addendums for all transaction sets/DoD Component (i.e., MTMC/shippers, DFAS-IN, GTN) combinations that require different EDI trading partner information to be exchanged with DoD. Trading partner information, as specified in the Addendum A includes EDI points of contact, EDI VAN information, interchange ID code, and application ID code.

For example, a carrier that uses the same EDI point of contact (POC), EDI VAN interchange sender ID code (mailbox ID), and application ID code for receiving shipment information from DoD shippers using Transaction Set 858 and for sending invoice information to DFAS-IN using Transaction Set 859, needs to complete one TPA and one Addendum A and one Addendum B, checking the boxes that indicate 858/MTMC (shippers) and 859/DFAS-IN.

Another carrier that requires different POCs, EDI VANs, interchange ID codes, or application IDs for receiving the 858 than for sending the 859, needs to complete one TPA, one Addendum A, one Addendum B, for receiving the 858 from shippers, and one set of Addendums for sending the 859 to DFAS-IN.

Once MTMC has received the TPA and Addendum(s) from the carrier, it will coordinate and determine, among other things, that the carrier has a valid tender on file and/or is in good standing with DoD. MTMC will then execute the TPA and Addendum(s) and return signed copies to the carrier. Copies of the appropriate transaction set implementation conventions to be forwarded and maintained. Trading partners may not begin live data transfers until the TPA has been properly executed by MTMC. In most cases, the DoD trading partner(s) will require the carrier to participate in an EDI test process to certify that the carrier is EDI capable with the individual trading partner for both syntax and data quality compliance. Following successful completion of the test process, the DoD trading partner will notify MTMC and the carrier via a certification letter that identifies the date that EDI operations will begin, and the transaction sets and standards versions that have been certified. EDI operations with live data between trading partners will not commence until the TPA has been properly executed by MTMC.

The EDI test process requirements may differ among DoD trading partners. DoD trading partners are responsible for publishing and distributing instructions pertaining to its EDI operating procedures including its testing process.

CHANGE/UPDATE PROCESS

After a carrier has established a formal EDI relationship with a DoD trading partner, trading partner information contained in current Addendums, on file at MTMC, may be modified including the addition of transaction set/DoD component combinations or change in EDI VAN or EDI VAN contract. When a carrier submits an updated Addendum, it must be completed in its entirety. When approved, it will replace any and all previous submissions.

To initiate an Addendum change, the carrier must notify MTMC and all applicable DoD trading partners of proposed changes to the Addendum via letter and updated Addendum(s) if applicable. The letter should contain the current trading partner information and the proposed changes. DoD trading partners may require additional EDI testing, especially if new transaction sets or trading partners are added to the Addendums, or if there is a change in EDI VAN or EDI VAN contract.

Modified trading partner information applies to all transaction set/DoD component combinations listed on the Addendums. As stated earlier, any transaction set/DoD component combinations that require different trading partner information requires a new Addendum to be filed with MTMC. Copies of new Addendums will be forwarded to the appropriate DoD trading partner(s).

TERMINATION PROCESS

MTMC may terminate a carrier's TPA via written notice if a carrier is disqualified from providing transportation services to DoD. Thereafter, all EDI operations between the carrier and any DoD trading partner will be cease.

SUSPENSION PROCESS

EDI operations with any particular DoD trading partner may be suspended by that trading partner if the carrier fails to adhere to cited operations, requirements, or procedures, see TPA, paragraph m. The DoD trading partner will notify

MTMC and the carrier via written notice if it suspends EDI operations with a carrier.

SECTION 3

COMPLETING THE TRADING PARTNER AGREEMENT (TPA)

An authorized carrier official will review the Trading Partner Agreement (TPA), sign and date it, and type in their name, company title, SCAC and DUNS number on the last page of the TPA. When approved, the DOD signature blocks will be completed.

COMPLETING ADDENDUM A - Administrative Information for EDI Transaction Processing

Most of the entries are self-explanatory. Refer to this section for clarification.

Block 1. **Commercial Identification.** Enter your official Company name and Standard Alpha Carrier Code (SCAC). Enter your Data Universal Number System (DUNS) identification number from Dun and Bradstreet. The DUNS is a unique nine character company identification number. Trading partners may assign an additional 4 characters to uniquely identify an affiliate or division. Either a DUNS or a DUNS + 4 number can be used.

Block 2. **TP POCs.** Enter your Trading Partner Points of Contact. Enter the appropriate information for your management or functional POC (optional). You must enter the appropriate information for your EDI Technical POC. If both POCs are the same person, enter "Same".

Block 3. **EDI VAN Information.**

a. Enter the name of the EDI Value-Added Network (VAN) with whom you have a signed agreement for EDI services. (The company who will be responsible for sending, receiving, and translating your EDI transaction sets.)

b. Enter your EDI VAN's technical point of contact's name, address, telephone and FAX number.

c. Enter the expiration date of your contract with this VAN.

Block 4. **X12 Identifier Codes.** These are unique codes that you must coordinate with your EDI VAN and trading partner. They will serve as your ANSI X12 Identifier Code in the ISA Data Interchange Control Segments; the ISA05 ID Qualifier, the ISA06 Sender ID and the ISA08 Receiver ID.

Block 5. **Authenticating Signature Codes.** For information and understanding. No entry required.

When completed, enter the date, printed name and company title and have an authorized carrier official sign it. When the TPA has been approved, the DOD signature block will be completed.

**COMPLETING ADDENDUM B -
DOD Transportation EDI Transaction Set Matrix**

The matrix identifies the ANSI X12 transaction sets, across the top of the table, which are currently implemented in DoD. The left side of the table lists the transportation component or functional user of the EDI transaction sets.

Check only the ☐ (blank blocks) for each transaction set and trading partner for which you are prepared to test and implement in the near-term. Remember, you can submit additional addendums for additional transaction sets and trading partners in the future.

LEGEND

The blocks in the matrix are coded to depict availability/applicability of the transaction set to the “user”:

- ☐ = Applicable and implemented
- ☐ = Applicable and in development, not implemented yet
(This information is provided for your planning purposes)
- ☒ = Not applicable OR included in long-term plan

When completed, enter the date, printed name and company title and have an authorized carrier official sign it.

Note: When a carrier submits updated Addendum B, it must be completed in its entirety. When approved, it will replace any and all previous submissions.

DOD Transportation Components/Users:

FREIGHT (DOMESTIC)

MTMC/Shippers (CONUS Freight) - Represents Military Traffic Management Command (MTMC) and/or Shipper Systems which interface through the CONUS Freight Management System (CFM), as potential DoD trading partners. These shipper systems include: CFM Field Module, Cargo Movement Operations System (CMOS), Distribution Standard System (DSS), Global Transportation Network (GTN), Industrial Logistics System (ILGS), Transportation Automated Management System (TRAMS), SC&D.

The purpose of establishing a Trading Partner relationship with HQMTMC and/or any of the Shipper systems would be to transmit tender data (602-

Guaranteed Traffic, 602-Negotiated tenders, and 602-Voluntary tenders) for automated shipment costing, to receive shipment data (858-Freight) (i.e. Government Bills of Lading), and to transmit shipment status information (213/214).

The purpose of establishing a Trading Partner relationship with Defense Finance and Accounting System, Indianapolis (DFAS-IN) would be to transmit invoices electronically.

The purpose of establishing a Trading Partner relationship with the Global Transportation Network (GTN) would be to transmit intransit visibility (a.k.a. shipment status) data electronically.

OVER OCEAN (SURFACE CARGO)

MTMC/Shippers (Ocean Cargo) - Represents MTMC and/or Shipper Systems. These shipper systems include: Integrated Booking System (IBS), and Worldwide Port System (WPS).

The purpose of establishing a Trading Partner relationship with HQMTMC and/or Shipper systems would be to transmit ship schedule data (323), to receive reservation (300) and cancellation (303) data, to transmit confirmation (301), to receive shipment data/transportation control movement document data (858-TCMD) and to report shipment status data (315).

MSC - Military Sealift Command (MSC) is currently in the process of defining interface and process requirements. It is anticipated that a trading partner relationship between a carrier and MSC would support the payment process for ocean invoices, transaction set 310, and remittance advice, transaction set 820.

The purpose of establishing a Trading Partner relationship with the Global Transportation Network (GTN) would be to transmit intransit visibility (a.k.a. shipment status) data electronically.

OVER OCEAN (AIR CARGO)

AMC/Shippers (Air Cargo) - Represents AMC and/or Shipper Systems. These shipper systems include CAPS II.

The purpose of establishing a Trading Partner relationship with AMC and/or Shipper systems would be to transmit 858-Freight.

AMC - Air Mobility Command. AMC is currently in the process of defining interface and process requirements.

The purpose of establishing a Trading Partner relationship with the Global Transportation Network (GTN) would be to transmit intransit visibility (a.k.a. shipment status) data electronically.

PERSONAL PROPERTY

MTMC/Shippers (Personal Property) - Represents MTMC and/or Shipper Systems which interface through the Transportation Operational Personal Property Standard System (TOPS) or the Worldwide Household Goods Information System Transportation (WHIST), as potential DOD trading partners.

The purpose of establishing a Trading Partner relationship with HQMTMC and/or Shipper systems would be to transmit tender data (602) for automated shipment costing, to receive shipment data (858-PP) (i.e. Government Bills of Lading), and to transmit shipment status information (213/214).

The purpose of establishing a Trading Partner relationship with Defense Finance and Accounting System, Indianapolis (DFAS-IN) would be to transmit invoices electronically.

SECTION 4

DoD POINTS OF CONTACT

MTMC EDI Coordinator

HQ, Military Traffic Management Command
5611 Columbia Pike, MTIM-I
Falls Church, VA 22041-5050 (703) 681-5702/7793 Pam Hicks

TPA Administrator

HQ, Military Traffic Management Command
5611 Columbia Pike, MTOP-QQ
Falls Church, VA 22041-5050 (703) 681-6393 Rick Wirtz

Freight/Shippers

When using Transaction Sets 858, DoD trading partners may be Defense shipping activities or MTMC. The point of contact for EDI Defense shipping activities is MTMC.

HQ, Military Traffic Management Command
CONUS Freight Management System, MTIM-CF
4040 N. Fairfax Drive
Arlington, VA (703) 696-6433 Tom Hicks

Intransit Visibility

When using Transaction Sets 214 or 315, DoD trading partners may be shipping activities, Global Transportation Network (GTN), or MTMC.

HQ, Military Traffic Management Command
ATTN: MTIM-I
5611 Columbia Pike
Falls Church, VA 22041-5050 (703) 681-5702/7793 Allen Blackmon

US Transportation Command
ATTN: GTN PMO
508 Scott Drive
Scott AFB, IL 62225-5357 (618) 256-2875 Dennis Strong
Freight/EDI Tenders

When using Transaction Set 602, the DoD trading partner is MTMC.

HQ, Military Traffic Management Command
5611 Columbia Pike, MTOP-CT
Falls Church, VA 22041-5050

Voluntary and Negotiated Tenders: (703) 681-9397 Eunice Anderson
Guaranteed Traffic: (703) 681-9398 Darlene Stein

Personal Property/Shippers

HQ, Military Traffic Management Command
ATTN: MTIM-D
5611 Columbia Pike
Falls Church, VA 22041-5050 (703) 681-6164 Dave Mullineaux

Ocean Cargo/Shippers

HQ, Military Traffic Management Command
ATTN: MTIM-I
5611 Columbia Pike
Falls Church, VA 22041-5050 (703) 681-5702 Allen Blackmon

Electronic Invoicing (excluding Ocean)

DFAS-IN has published specific instructions to assist trading partners in electronic billing/invoicing. Copies are available from DFAS-IN upon request.

When using Transaction Sets 110, 210, 410, or 859, commercial EDI trading partners may establish an EDI relationship with three DoD finance center trading partners. Points of contact are listed below.

- o For Army, Air Force, and Defense Logistics Agency billings

Commander
Defense Finance and Accounting Service - Indianapolis Center
(DFAS-IN)
Directorate for Transportation Payments
Transportation Systems Management Office (DFAS-IN-TA)
8899 E. 56th Street
Indianapolis, IN 46249-0606
Telephone: 317-543-7814 or 317-543-7804

- o For Navy billings

DFAS-CL Transportation Payment Center
Building Z-133-5
Naval Station
Norfolk, VA 23511-6691
Telephone: 804-444-3119

- o For Marine Corps billings

Commander (Code 470)
U.S. Marine Corps Transportation Voucher and Certification
Branch (TV CB)
Marine Corps Logistics Base
Albany, GA 31704-5000
Telephone: 912-439-5674/5675

Electronic Invoicing-MS

MSC has published specific instructions to assist trading partners in electronic billing/invoicing and exchanging transaction sets 310, 820, and 824. Copies are available from MSC upon request.

SECTION 5
EDI TRADING PARTNER GUIDE FOR DEFENSE
TRANSPORTATION

TERMS AND ABBREVIATIONS

| | |
|---------|--------------------------------------------------------------|
| AMC | Air Mobility Command |
| ANSI | Accredited National Standards Institute |
| ASC | American Standards Committee |
| CBL | Commercial Bill of Lading |
| CFM | CONUS Freight Management System |
| CMOS | Cargo Movement Operations System |
| EDI | Electronic data interchange |
| DFAS-IN | Defense Finance and Accounting Service - Indianapolis Center |
| DLMSO | Defense Logistics Management Support Office |
| DM | Data Maintenance |
| DoD | Department of Defense |
| DSS | Distribution Standard System |
| DTEDI | Defense Transportation EDI Committee |
| FRT | Freight |
| GBLs | Government Bills of Lading |
| GBLOC | Government Bill of Lading Office Code |
| GTN | Global Transportation Network |
| GT | Guaranteed Traffic |
| IC | Implementation Conventions |
| ILGS | Industrial Logistics System |
| MSC | Military Sealift Command. |
| MTMC | Military Traffic Management Command |
| POC | Point of Contact |
| SCAC | Standard Carrier Alpha Code |
| TCMD | Transportation Control Movement Document |
| TDCC | Transportation Data Coordinating Committee |

| | |
|------------|--------------------------------------------------------------|
| TP | Trading partners |
| TPA | Trading Partner Agreement |
| TRAMS | Transportation Automated Management System |
| TOPS | Transportation Operational Personal Property Standard System |
| Vol/Neg | Voluntary or Negotiated Tenders |
| USTRANSCOM | United States Transportation Command |
| VAN | EDI value-added networks |
| WHIST | Worldwide Household Goods Information System |
| | Transportation |